



Custodial Supervisor

Department: Countywide

Class Code: 3424

EEO Code: 28

FLSA: E

Effective: 01/05/1992

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of moderate difficulty supervising the county's housekeeping program to ensure that clean, orderly and attractive conditions are maintained in County facilities.

SPECIFIC STATEMENT OF DUTIES:

Establishes standards and procedures for work of housekeeping staff, and plans work schedules to ensure adequate service; inspects and evaluates physical condition of buildings; inventories supplies and equipment; reads trade journals to keep informed of new and improved cleaning methods, products, supplies and equipment; organizes and directs training programs, resolves personnel problems, hires new employees, and evaluates employees performance; maintains records and prepares periodic reports; coordinates activities with employees in other Departments; helps coordinate ordering and deliveries of cleaning materials; opens and locks buildings as needed; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principles and practices of housekeeping management; of the latest development in floor and carpet maintenance and custodial work.

Considerable skill in performing, scheduling and overseeing custodial work for the County; in operating and maintaining custodial equipment; in training new personnel; in developing and maintaining effective communication with subordinates, customers and staff.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school diploma and four years of experience in custodial work including two years supervisory experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
